

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



**Date:** June 10, 2004

**To:** All Commission-Regulated Telecommunications Carriers of All Classes

**From:** California Public Utilities Commission  
Telecommunications Division

**Subject:** Instructions for Completing the Filings Ordered in Decision (D.) 04-05-057, Interim Decision Issuing General Order 168, Rules Governing Telecommunications Consumer Protection

Ordering Paragraph 2 of Decision (D.) 04-05-057, Interim Decision Issuing General Order 168, Rules Governing Telecommunications Consumer Protection (mailed 6/7/2004), directs all Commission-regulated telecommunications carriers of all classes to bring their operations into full compliance with General Order (G.O.) 168<sup>1</sup> and this interim decision no later than 180 days after the mailing of this decision, with the exception of Part 2, Rules 3(m), 5(c), 5(d), 6(j) and 7(d), which shall be complied with no later than July 31, 2005. Ordering Paragraphs 2, 6 & 7 of the interim decision also order carriers to make certain filings and submissions in order to be in compliance with this decision. The following instructions detail the required filings and submissions.

**All Tariffed Telecommunications Carriers Requiring Changes to Their Tariffs**

All Tariffed Carriers requiring changes to their tariffs in order to comply with the interim decision and G.O. 168, shall complete and submit the following no later than **August 6, 2004**, or **60 days** after the mailing of the interim decision:

- 1) The information requested in Cell A2 of the "Tariff Tracking Inventory." The "Tariff Tracking Inventory" (inventory; BOR DOCUMENT #1) is available on the CPUC's website at URL address [http://www.cpuc.ca.gov/static/industry/telco/consumer+information/billofrights/030812\\_compliance/docs.htm](http://www.cpuc.ca.gov/static/industry/telco/consumer+information/billofrights/030812_compliance/docs.htm)
- 2) All applicable rows intersecting Column B of the inventory.
- 3) All applicable rows intersecting Column C of the inventory (submit completed inventory on CD-ROM<sup>2</sup>).
- 4) An advice letter (submit one paper hardcopy and one copy scanned on CD-ROM) and copies of revised tariff pages (submit one paper hardcopy and one copy scanned on CD-ROM) which correspond to the entries in Column C of the inventory.
- 5) Copies of carriers' current effective tariff pages (submit one paper hardcopy and one copy scanned on CD-ROM), showing all the entries in Column B of the inventory, as well as the

<sup>1</sup> Appendix A to D.04-05-057.

<sup>2</sup> Carriers shall follow the Telecommunications Division's "CD-ROM Format and Naming Requirements" located at <http://www.cpuc.ca.gov/PUBLISHED/REPORT/31585.htm>. If these requirements are not followed Carriers' CD-ROMs will be rejected.

current effective tariff pages from which all the additions, changes, and/or deletions, entered in Column C of the inventory, will be made<sup>3</sup>.

### **All Tariffed Telecommunications Carriers NOT Requiring Changes to Their Tariffs**

All Tariffed Carriers having tariffs on file and having determined that none of its tariffs need revision in order to comply with the interim decision and G.O. 168, shall complete and submit the following items no later than **August 6, 2004**, or **60 days** after the mailing of the interim decision:

- 1) The information requested in Cell A2 of the inventory.
- 2) All applicable rows intersecting Column B of the inventory (submit on CD-ROM<sup>4</sup>).
- 3) An "Information-Only Letter" (BOR DOCUMENT #2) verified following the procedure set forth in the Commission's Rules of Practice and Procedure, Rule 2.4 (submit one paper hardcopy and one copy scanned on CD-ROM). The "Information-Only Letter" is available on the CPUC's website at the URL address listed above.

### **All Telecommunications Carriers**

All Telecommunications Carriers shall submit the following no later than **December 6, 2004**, or **180 days** after the mailing date of this interim decision:

- 1) A completed "Certification Letter" (BOR DOCUMENT #3) verified following the procedure set forth in the Commission's Rules of Practice and Procedure, Rule 2.4 (submit one hardcopy and one copy scanned on CD-ROM<sup>5</sup>). The "Checklist Certification Letter" is available on the CPUC's website at the URL address listed above.

### **All Telecommunications Carriers**

All Telecommunications Carriers shall submit the following no later than **July 31, 2005**:

- 1) A second completed "Certification Letter" (BOR DOCUMENT #4) certifying that the carrier is now in compliance with G.O. 168; Part 2, Rules 3(m), 5(c), 5(d), 6(j) and 7(d). This letter shall be verified following the procedure set forth in the Commission's Rules of Practice and Procedure, Rule 2.4 (submit one hardcopy and one copy scanned on CD-ROM<sup>6</sup>). The second "Certification Letter" is available on the CPUC's website at the URL address listed above.

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<sup>3</sup> The Telecommunications Division reserves the right to request "redline" versions of all of carriers' current effective tariff pages which require changes to be in compliance with G.O. 168.

<sup>4</sup> See footnote #2.

<sup>5</sup> See footnote #2.

<sup>6</sup> See footnote #2.

## **Summary of Required Filings**

The following is a summary of the compliance filing documents (if applicable) and their respective due dates:

- Tariff Tracking Inventory (BOR DOCUMENT #1; due August 6, 2004, or 60 days after the mailing date of this interim decision)
- Advice letter filing (due August 6, 2004)
- Revised tariff pages (due August 6, 2004)
- Current tariff pages (due August 6, 2004)
- Information-Only Letter (BOR DOCUMENT #2; due August 6, 2004)
- Certification Letter (BOR DOCUMENT #3; due December 6, 2004, or 180 days after the mailing date of this interim decision)
- Second Certification Letter (BOR DOCUMENT #4; due by July 31, 2005)

Again, all of the above "BOR DOCUMENTS" are available at:

[http://www.cpuc.ca.gov/static/industry/telco/consumer+information/billofrights/030812\\_compliancedocs.htm](http://www.cpuc.ca.gov/static/industry/telco/consumer+information/billofrights/030812_compliancedocs.htm)

Information regarding Advice Letter filings can be found at:

<http://www.cpuc.ca.gov/static/industry/telco/information+for+providing+service/alsummaryform.htm>

Information regarding CD-ROM Format and Naming Requirements are available at:

<http://www.cpuc.ca.gov/PUBLISHED/REPORT/31585.htm>

All completed documents shall be mailed, by their respective due dates, to:

**The California Public Utilities Commission  
505 Van Ness Avenue  
Telecommunications Division, 3<sup>rd</sup> Floor  
San Francisco, CA 94102  
Attention: BOR Team**

To reiterate, all Commission-regulated telecommunications carriers of all classes must bring their operations into full compliance with G.O. 168 and Interim Decision (D.04-05-057) no later than **180 days** after the mailing of this decision, with the exception of G.O. 168; Part 2, Rules 3(m), 5(c), 5(d), 6(j) and 7(d), which shall be complied with no later than **July 31, 2005**. If you have any questions regarding the above compliance requirements, please contact Richard Maniscalco at (415) 703-2005 (or by email at: [rcm@cpuc.ca.gov](mailto:rcm@cpuc.ca.gov)) or Michael Rodriguez at (415) 703-2085 (or by email at: [mrr@cpuc.ca.gov](mailto:mrr@cpuc.ca.gov)) of the Telecommunications Division.

Very truly yours,

Jack Leutza, Director  
Telecommunications Division  
California Public Utilities Commission